

**D.C. DEPARTMENT OF PARKS & RECREATION
Office of Human Resources
Summer Camp Employment
REFERENCE FORM**

Applicant Name: _____

Positions(s) Applying for: _____

Dear Sir or Madam:

The applicant listed above has applied for a position with the D.C. Department of Parks & Recreation Summer Camp staff. Summer staff members are vital to the quality and safety of the programs offered. One of the Department's goals is to bring together a staff that can provide a Fun, Safe, and Educational environment for the campers. This recommendation is an important part of our hiring process and assists us in selecting qualified candidates. Please provide an honest and accurate response to the following questions. Thank you for your time and assistance.

Again, we appreciate your efforts for assisting us in hiring staff that will present a positive image for the D.C. Department of Parks & Recreation.

If you have questions or require additional assistance, please do not hesitate to contact me at 202.673.7603. This reference form is time sensitive; your prompt response is greatly appreciated.

This form is confidential and will be reviewed only by those involved in the selection process.

Sincerely,

The Office of Human Resources

D.C. DEPARTMENT OF PARKS & RECREATION
Office of Human Resources
Summer Camp Employment
REFERENCE FORM

Applicant's Name: _____

Position(s) Applying for: _____

NAME: _____ **TITLE:** _____

ORGANIZATION/: _____ **PHONE:** _____

ADDRESS: _____

RELATIONSHIP TO APPLICANT: _____

_____ Supervisor _____ Professor _____ Teaching Assistant

_____ Academic Advisor _____ Hall Director _____ Residence Assistant

_____ Other: _____

How long have you known the applicant? _____

On a scale from 1-5, 1 being not at all and 5 being very well.

How well do you know the applicant? 1 2 3 4 5

How confident are you in evaluating the applicant? 1 2 3 4 5

Again, thank you for your time and assistance. Please return the completed and signed reference form by one of the following:

Mail: D.C. Department of Parks & Recreation ~ Office of Human Resources ~ Summer Employment ~ 3149 16th Street, Northwest ~ Washington, D.C. 20010

Return to applicant in sealed envelope

Facsimile: (202) 939.2506

<i>Based on your knowledge of the applicant, please evaluate the applicant on the qualities listed below.</i>						
Leadership	1	2	3	4	5	N/A
Dependability	1	2	3	4	5	N/A
Punctuality	1	2	3	4	5	N/A
Maturity	1	2	3	4	5	N/A
Honesty/Integrity	1	2	3	4	5	N/A
Attention to Detail	1	2	3	4	5	N/A
Working as Part of a Team	1	2	3	4	5	N/A
Working with Authority Figures	1	2	3	4	5	N/A
Enthusiasm	1	2	3	4	5	N/A
Flexibility	1	2	3	4	5	N/A
Creativity	1	2	3	4	5	N/A
Motivation Attitude	1	2	3	4	5	N/A
Communication Skills	1	2	3	4	5	N/A
Listening Skills	1	2	3	4	5	N/A
Overall Work Habits	1	2	3	4	5	N/A
Overall Evaluation	1	2	3	4	5	N/A

Please share your insights on the individual in the following areas. If you are unable to accurately answer the question please state the reasons.

1. The summer staff will be working with over 1000 children and families this year. Vital to the ability to provide a quality experience for these campers is the ability to work as a

team. What, in your opinion, are the applicant's qualities that would help to balance our staff?

2. Is there any reason that you know of that the applicant should not be working with children?

3. Would you want your son/daughter spending a week in the applicant's care?

Please comment on any other qualifications or skills the applicant may possess that you want to share:

Please comment on any reservations you may have concerning this applicant:

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Signature	Date